

**FY 2018 Preliminary Budget  
Data Collection  
Software Instructions**

**Due**

February 1, 2017

**Data Management & Analysis Team**

**(802) 479-1044**



## Table of Contents

Minimum System Requirements .....	3
Technical Support .....	3
Due Date.....	3
Starting the Application.....	4
Data Submission.....	5
Data Reporting and Software Instructions.....	6
Reporting Instructions.....	6
Software Instructions.....	6
Data Submission.....	7
File Transfer and Submission.....	7
To Upload.....	7

## **Minimum System Requirements**

The Preliminary Budget is an Excel worksheet this year, not an online application. You need to enable the macros when you first open it.

## **Technical Support**

Call (802) 479-1044 for assistance with the data entry application.  
Call (802) 479-1043 for assistance with data issues.

## **Due Date**

The FY2018 Preliminary Budget is due February 1, 2017.

## Starting the Application

Open a Microsoft Excel template and choose the organization that you would like to report information on.

**Preliminary Budget Data Entry Template**  
Due Date: February 1st, 2017  
Vermont Agency of Education HelpDesk (802) 479-1044

Please Create a Folder on your Local Disk (C) drive Called "PRELIM" before using this template

Please Select Your Organization: **\*\* SELECT DISTRICT \*\***

Column #	1	2	3	4	5	6	7	8	9
Column Name	PRPEXP	PRPREV	ACT144CAPDETSRV	ACT144OTHREV	APPGRSCON	DEDREV	ELGPRNINT	OFFCAP	EXSPNDOFF
Description	Proposed Expenditures (Box A)	Proposed Offsetting Revenues	Proposed Act 144 construction and debt service expenditures <i>Manchester &amp; West Windsor only</i>	Non-property tax revenues paying for Act 144 expenditures <i>Manchester &amp; West Windsor only</i>	Gross eligible Capital Debt Expenditures (F8888)	Offsetting revenues dedicated to eligible capital debt (R8888)	Principal and Interests for old Capital Debt eligible for Hold Harmless Aid (F8887)	Estimated revenues offsetting HH capital debt (R8887)	All other eligible exclusions for excess spending threshold
<b>FY17</b>									
<b>FY18</b>	0	0	0	0	0	0	0	0	0

Initial Educational Spending (Prior to any Hold Harmless Aid for Capital Debt)

Once you have selected an organization the amounts you entered for last year's preliminary budget will appear in the "FY17" line. Please enter this year information in the "FY18" line

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<b>FY17</b>									
<b>FY18</b>	0	0	0	0	0	0	0	0	0

Initial Educational Spending (Prior to any Hold Harmless Aid for Capital Debt)

## Data Submission

Before making a data file for the Preliminary budget collection make sure to create a folder on your C:\ drive, called "PRELIM" (all caps).

Once you have created the appropriate folder, use the button in the excel data file to create the data file to send to AOE.

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Please Select Your Organization: **\*\* SELECT DISTRICT \*\***

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Description	Proposed Expenditures (Box A)	Proposed Offsetting Revenues	Proposed Act 144 construction and debt service expenditures <i>Manchester &amp; West Windsor only</i>	Non-property tax revenues paying for Act 144 expenditures <i>Manchester &amp; West Windsor only</i>	Gross eligible Capital Debt Expenditures (F8888)	Offsetting revenues dedicated to eligible capital debt (R8888)	Principal and Interests for old Capital Debt eligible for Hold Harmless Aid (F8887)	Estimated revenues offsetting HH capital debt (R8887)	All other eligible exclusions for excess spending threshold
<b>FY17</b>									
<b>FY18</b>	0	0	0	0	0	0	0	0	0

Initial Educational Spending (Prior to any Hold Harmless Aid for Capital Debt)

When you select a new district, you can reset the FY18 data by clicking on this button:

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Please Select Your Organization: **\*\* SELECT DISTRICT \*\***

Column #	1	2	3	4	5	6	7	8	9
Column Name	PRPEXP	PRPREV	ACT144CAPDETSRV	ACT144OTHREV	APGRSCON	DEDREV	ELGPRNNT	OFFCAP	EXSPNDOFF
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<b>FY17</b>									
<b>FY18</b>	0	0	0	0	0	0	0	0	0

Initial Educational Spending (Prior to any Hold Harmless Aid for Capital Debt)

## **Data Reporting and Software Instructions**

These instructions help you complete the data in the application and will be attached to the announcement email and listed on the AOE [data collections webpage](#).

### **Reporting Instructions**

# **FY 2018 Preliminary Budget Data Collection Data Reporting Instructions**

### **Software Instructions**

# **FY 2018 Preliminary Budget Data Collection Software Instructions**

## Data Submission

To Submit data please email the file named T\*\*\*FY18PRELIM.CSV if you are submitting for T\*\*\* to [Glenn Bouchard](#). Please Note we will run edits and checks on your data once we have received the information and may need to follow up with you then.

Or you may use the Electronic File Transfer:

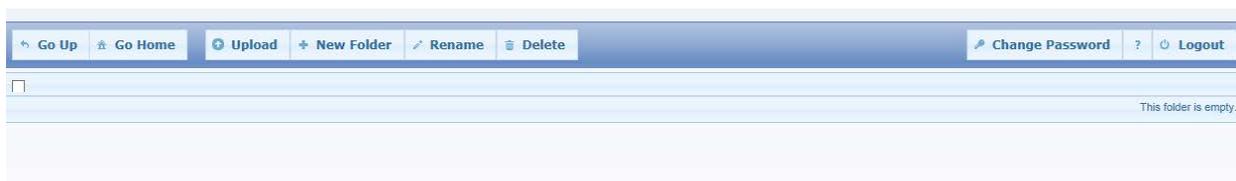
## File Transfer and Submission

### To Upload

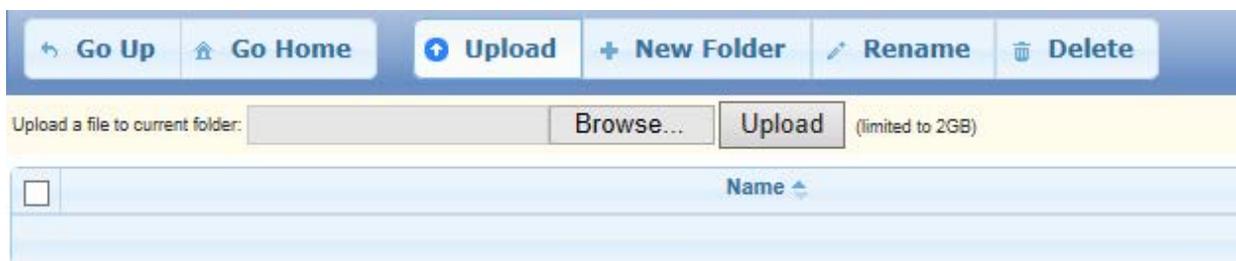
1. Go to the [Globalscape](#) website.
2. Enter your username and password.
3. Double click on the folder you would like to upload to so that the folder is highlighted.



4. Select the upload button.



5. Click browse



6. Select your file. Please note you will have to upload each file individually.